

Vivek Rana

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EDUCATION

Master of Arts in Information Systems and Technologies

York University

Expected May 2026

Toronto, ON

Honours Bachelor of Arts in Information Technology

York University

2020 – 2024

Toronto, ON

- Graduated *magna cum laude*
- Relevant Coursework: Object-Oriented Programming, Web Technologies, Database Management Systems

PROFESSIONAL EXPERIENCE

Records and Data Entry Assistant

York University

June 2023 – April 2024

Toronto, ON

- Spearheaded Grant Clinic progress by consistently updating Excel spreadsheets containing data about 60 participating professors and their grant applications, ensuring timely grant submissions
- Streamlined the peer review process by developing a Python-Flask website to extract Grant Clinic data from Excel, automating the generation of 120 unique emails and reducing email preparation time by 70%
- Facilitated over 100 peer reviews by sending draft grant applications to reviewers, and promptly relaying feedback to participants, substantially reducing feedback turnaround time
- Automated honorarium payments by creating a JavaScript solution that generates populated ETF forms in Google Docs upon Google Form submissions, reducing processing time by 50%

Warehouse Merchandiser and Purchase Facilitator

Pacific Candy Distribution Wholesale

2017 - 2018

Mississauga, ON

- Partnered with staff and warehouse lead to streamline purchasing processes by enhancing scanning and packaging procedures, resulting in a 30% boost in operational efficiency
- Communicated with over 20 customers daily, delivering personalized product recommendations with clarity and professionalism, leading to enhanced customer satisfaction
- Monitored and updated product details on company website, ensuring accurate and up-to-date information

PROJECTS

[YorkU Research Commons – Grant Clinic Application](#) | *Flask, Python, HTML, CSS, JavaScript*

- Streamlined daily operations by developing a responsive web page that allows users to view, modify, and generate personalized emails from Word and Excel files, significantly saving time

CERTIFICATIONS

Deloitte Technology Job Simulation on Forage

January 2025

- Completed a job simulation involving data analysis for Deloitte's Technology team
- Created a data dashboard using Tableau to visually represent key performance metrics
- Wrote a proposal for a client project to create a functioning dashboard
- Utilized Excel to classify data and draw business conclusions

TECHNICAL SKILLS

Languages: Python, Java, HTML, CSS, JavaScript, TypeScript, SQL

Tools & Frameworks: Git, GitHub, MySQL, Tableau, IBM SPSS Statistics, Flask, Angular